

# THE A-B-C FOR DONATIONS

**USMEXICO SISTER CITIES  
NATIONAL CONVENTION  
PALMDALE JAN-13-15, 2006**



During our November 2005, Monthly Board Meeting, it was decided that we would find more information to process donations. Following you'll find important information hoping you'd find it helpful.

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PLEASE VISIT OUR RENEWED WEBSITE  
AND SUPPORT OUR PROJECTS

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## CLASSIFICATION

The Ministry of the Economy, The Ministry of the Farming, Rural and Food Affairs, The Ministry of the Health and the Ministry of Environmental and Natural Resources are the agencies that control or prevent the access of certain articles.

**The Ministry of the Economy** is an office of the Federal Government which promotes companies' competitiveness and economic growth. There are branch offices in Mexico City and within Mexico, as well as abroad.

The objective of this office is to protect the internal economy of manufactures and other commercial entities. In case that a product from China is introduced to Mexico, and authorities consider that the product may affect seriously the internal market for their unfair competition, this office might restrict or forbidden the access

**The Ministry of the Farming, Rural and Food Affairs :** Protects and regulates products and equipment needed for farming. Equipment is also verified by the National and International Regulations. The Ministry of Food affairs verifies that canned food being donated are **NOT** in the forbidden products list.

**The Ministry of the Health:** The objective of this office is to protect the health of all Mexican Citizens living in Mexico and abroad. This office verifies imported medical equipment and any other product that may be hazardous to the health of the Mexican Citizens.

**The Ministry of Environmental and Natural Resources:** A government agency whose main purpose is to create a state environmental protection policy reversing the tendencies of ecological deterioration and establishing the bases for a sustainable development in the country. Any equipment or its product that affects these areas must pass the national and international regulations for its use in national territory.

## RESTRICTED DONATIONS

- When donations are in Mexican territory during documentation processing
- When items are forbidden to trade in Mexico
- When the Recipient and the Donor are the same
- When the Donor is a Mexican Resident

## PAPERWORK

Since most of the donations recipients are governmental offices, most of the paperwork should be filled by the recipients. Following are the three steps recommended to be followed by the donors.

- 1 Send a letter to the recipient administrator's office regarding the donation requested
- 2 Attach classified inventory list. Also include classification, specifications, dimensions and quantities. e.g., toys, food and clothing need to be sorted by group. After sorting place in clear plastic bags.
- 3 It is always recommended to attach clear pictures of all donations.

## PROCESS FOR DONATIONS A)

**USA ORG. COLLECTS DONATIONS:** medicine, food, toys equipment etc.

**USA ORG. STORES DONATIONS:** With all the new regulations to process donations, it is taking a long time for this procedure. It has become an unnecessary expense for storing donations due to the long waiting periods of time.

**USA ORG. PROCESSES DOCUMENTATION:** Having inventory lists, pictures and attachments will help expedite the process.

## USA ORG. SENDS REQUIRED DOCUMENTATION TO THE ADMINISTRATOR'S RECIPIENTS

COMING SOON.... examples of letters and attachments in Mexican Customs Section at the website.

## PROCESS FOR DONATIONS B

**MEX. RECIPIENT:** Sends completed forms to the **GENERAL LEGAL ADMINISTRATION OFFICE (G. L.A.O.)** with attachments received from USA Donors.

**MEX. GENERAL LEGAL ADMINISTRATION OFFICE:** Receives completed documentation and usually takes about three business days to receive an answer from the respective Ministry Affairs Office.

**MEX. GENERAL LEGAL ADMINISTRARION OFFICE:** If donation has not been authorized, the General Legal Administration Office will send a letter explaining the reasons why the donation was not authorized.

## PROCESS FOR DONATIONS C

**MEX.GENERAL LEGAL ADMINISTRATION OFFICE :** If donation has been authorized, this office coordinates with the recipient and the donor date and entry.

## MEX. CUSTOMS:

- Verifies that donation brought to customs matches inventoried list previously authorized.
- Supervises delivery to the recipient
- Recipient and donor sign Donation Certificate
- Mexican Customs sends a Certificate of Completion to the General Legal Administration Office and ends the process by sending a final letter to the recipient.

.....MORE INFORMATION COMING SOON